

8-24-2010

Meeting Minutes

WKU Council of Academic Deans

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Minutes
Council of Academic Deans
Tuesday, August 24, 2010
2:30 – 4:00 p.m.

Members Present: John Bonaguro, Richard Bowker, Craig Cobane, Brian Coutts (for Mike Binder), Sam Evans, Blaine Ferrell, Dennis George, Gordon Emslie (ex officio), David Lee, Bob Reber, and Don Swoboda.

Guests Present: Gordon Baylis, Mike Dale, Ladonna Hunton, Richard Miller.

I. Approval of August 10, 2010 Minutes

The minutes for the August 10, 2010 meeting were approved.

II. Information/Clarification Items

A. Parking

Deans interested in purchasing a reserved parking space should contact Parking and Transportation. The cost is around \$655 per year.

B. Research Council

Dr. Gordon Baylis discussed forming a Research Council in order to have a direct line to communicate with colleges on matters relating to research. Each college will have a representative on the Council, and Dr. Baylis suggested the Associate Dean (or equivalent) responsible for research and grants would be the best choice. Meetings will be held approximately every two weeks. This Council will discuss issues that need to be addressed regarding inefficiencies and development of new policies. The CAD was invited to forward names of suggested Council members to Dr. Baylis.

Dr. Baylis is in process of creating an email address to be used on evenings and weekends to keep grant submissions moving should an urgent situation arise. A text message will be forwarded directly to Dr. Baylis for those items that can't wait until the next business day.

Dr. Baylis is also creating an "Open Mike" opportunity, giving faculty and staff a two hour time frame when he will be available. This time is being scheduled because he will be off campus often.

III. A. Discussion/Action Items

A. Winter Stipends

There was discussion regarding a motion from Dr. Swoboda regarding stipends for summer and winter terms. Dr. Ferrell motioned to approve. Dr. Cobane seconded.

After discussion, Dr. Emslie recommended this item be reviewed again to more fully incorporate the various provisions for summer and winter stipends (e.g., enrollment limits). The motions to approve as written were withdrawn, and it was agreed that an email vote on a suitably amended motion would be carried out in a few days.

Note added: The motion below was approved by Deans by email on August 27, 2010.

This process will be based on a calculation of 3% of base salary per credit hour taught with a current \$1500 per credit hour cap for courses with enrollments of 6 or more, assessed not less than 10 business days prior to the start date of the part of term in which the course is offered. For courses taught by full-time faculty with 5 or fewer enrollments on the assessed date, the instructor, Department Head, or Dean have the option of cancelling the course or the instructor accepts a prorated stipend, currently based on \$250 per student per credit hour taught. This would hold for both undergraduate, graduate, and mixed UG/GR courses.

All summer and winter term courses must have enrollment caps set at the same levels used in fall and spring semesters. Lowered caps for summer/winter sections may only be granted as exceptions by the Dean with notification to the Director of Summer/Winter Terms.

For courses with enrollments above 25 an incentive will be paid, currently \$300 for 26-30, \$600 for 31-35, \$900 for above 35.

Faculty load will continue to be under the authority of Academic Affairs.

B. Course Fees

There was discussion regarding course fees requested over the past several years. Dr. Emslie discussed providing a greater degree of accountability regarding how these funds are spent. The Deans agreed to submit an annual accounting of course fee expenditures.

There was discussion regarding developing a schedule for requesting course fees. Ladonna Hunton will develop a schedule with Bursar Belinda Higginbotham and forward to the Deans.

C. Honors Instructors

Dr. Cobane discussed the need for Honors instructors for Junior and Senior level courses, and ways to create additional courses. Clay Motley will work with Department Heads to schedule more courses for the Spring Semester.

D. FY 11 DELO Distribution/FY 12 Budget Update

Dr. Gordon Emslie thanked the Deans for their timely submission of Phase I (75%) staffing plans. He and Mike Dale will discuss these and get back with Deans soon.

There was discussion regarding use of DELO funds to provide colleges the funds necessary to support part-time instructor needs, thereby allowing use of lapse salary dollars for one-time initiatives in FY 2011 and recruitment of new permanent faculty lines in FY 2012. It was also suggested that this would be a good opportunity to provide an increase in part-time faculty rates. More information is to be provided regarding the breakdown of those amounts and funds needed from DELO to accomplish this.

Dr. Ferrell made a motion to approve making a one-time allocation from Academic Affairs and DELO to fully fund part-time instructors for FY 2011, and that these amounts be factored into the base budget for FY 2012 onwards. Dr. George seconded, and the motion passed unanimously. It was agreed to revisit the issue of part-time pay increases at the next CAD meeting.

The meeting was adjourned.

Respectfully submitted,

Teresa Jackson

Minutes Approved

A. Gordon Emslie